



## Time Theft Policy

### Purpose:

Acres is committed to fostering integrity in our workplace and is committed to minimizing risk of all forms of workplace theft, fraud, corruption and non-compliant activity.

Acres expects its employees and all individuals in any other way associated with Acres to act honestly, with integrity, in good faith, and to safeguard the projects and resources for which they are responsible.

### Scope:

This policy applies to all Acres employees.

### Policy:

Every employee of Acres has an obligation to perform with regularity and integrity the duties, responsibilities, and functions for which they were hired.

This policy establishes and communicates to all Acres employees and all other persons associated with Acres, our process and responsibility for the reporting, escalation, investigation and follow-up of specific allegations of theft of work time. This policy also ensures Acres manages its workforce and employee productivity in a safe, effective and efficient manner, and that Acres employees are not abusing their employment contract.

### Overview:

As a general rule, Acres employees may not obtain outside employment that creates interference with their primary job, or that creates a conflict of interest.

Time theft at work occurs when an Acres employee accepts pay from their employer for work that they have not actually done, or for time they have not actually put into their work.

Since the Acres employee is not actually doing the necessary amount of work during their shift it is considered a "theft of time" from the company.

Employees face a wide variety of temptations throughout the workday, which can amount to lost work time. This includes:

- Arriving late, leaving early
- Extended lunch and coffee breaks
- Buddy punching – when a co-worker punches the time clock for another employee

- Too much socializing/chatting
- Hide and seek – employees on the move – taking longer routes, etc.
- Excessive personal phone calls
- Unauthorized or extended breaks
- Napping on the job
- Excessive or un-approved use of social media